



This document is a guide for DEG Project Managers. It lists procedures to be followed in the Planning Phase of the project management process. It begins with the Project Manager, having been assigned in the Initiation Phase, forming the project team.

- ☐ 1. Form the project planning team by e-mailing and receiving copies of the **PROJECT RESOURCE REQUEST FORM** from the appropriate DEG Section Chief(s).
- ☐ 2. Notify planning team members of their involvement in the planning phase of the project. Carbon copy (CC:) their supervisor(s)/Section Chief(s).
- ☐ 3. Schedule the initial planning meeting, involving the team members and sponsor.
- ☐ 4. Hold initial planning meeting with project sponsor and planning team.  
**Note:** These documents may be used/reviewed at the meeting per the project manager's discretion: **MEETING GROUND RULES, PROJECT SPONSOR ROLES, PROJECT MANAGER ROLES, PROJECT TEAM MEMBER ROLES.**
- ☐ 5. Hold ongoing meetings with planning team until baseline documents are ready.  
  
If planning achieves objectives and deliverables on time and within budget, proceed to Step 7.  
  
If not, proceed to Step 6.
- ☐ 6. Discuss potential changes to project objectives and/or deliverables, timeframe, budget with project sponsor. Return to Step 5.
- ☐ 7. Create baseline documents: **MS PROJECT PLAN** and **PLANNING SUMMARY**. Send to project sponsor and PMO Section Chief for review. Other documents that the project manager and/or sponsor may want created are the **RISK ASSESSMENT** and **COMMUNICATION PLAN**.
- ☐ 8. Review project plan and planning summary with project sponsor.  
  
If approved, proceed to Step 9.  
  
If not approved, return to Step 5.
- ☐ 9. Via the project sponsor, stay apprised of when the project sponsor will present the planning results to the leadership team, and what the outcome of that meeting was.

At this point, it is the project sponsor's responsibility to present the planning results to the leadership team for review. If the planning results are not approved, the sponsor will work to resolve issues identified by the leadership team, or the project may be cancelled at this point. If the results are approved, the project will enter the Execution Phase. Please see the procedures outlined in the **EXECUTION PHASE CHECKLIST FOR PROJECT MANAGERS** for further instruction.